

CONTRACT #5
RFS # 331.01-003

Department of Education

VENDOR:
Council of Chief State
School Officers

RECEIVED

MAY 23 2006

FISCAL REVIEW



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PHIL BREDESEN
GOVERNOR

LANA C. SEIVERS, Ed.D.
COMMISSIONER

TO: Ms. Leni Chick, Fiscal Review
FROM: Lana C. Seivers, Commissioner *LCS pdl*
DATE: May 19, 2006
RE: Request to appear before Fiscal Review Committee

Please consider the enclosed Request for Non Competitive Amendment to contract FA-06-16384-00/01. It is the Department's wish to appear before the next scheduled Fiscal Review Committee for comment.

The proposed amendment would allow for the addition of two years to the contract with an increase of \$175,933.00 which would bring the total maximum liability of the contract through June 30, 2008 to \$280,933.00.

The Chief Information Officer services that are currently being provided through this contract with the Council of Chief State School Officers are imperative to the completion of the development and implementation of a State Longitudinal Data System. The need for the development of this system is a direct result of a grant awarded to Tennessee by the US Department of Education in December 2005.

The proposed amendment will allow for a maximum of one hundred thirty one (131) days of on site services from Mr. Rick Rozzelle. Mr. Rozzelle has been working with the State through the development of this grant application as well as some initial start up work on the project and his continued services will ensure its timely and accurate completion.

Thank you for your consideration of the Department's amendment request.

RECEIVED

MAY 23 2006



COPY **CAL REVIEW**

PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LANA C. SEIVERS, Ed.D.
COMMISSIONER

TO: Mr. Robert Barlow, Office of Contracts Review
FROM: Lana C. Seivers, Commissioner
DATE: May 19, 2006
RE: Late submission of Request for Non-Competitive Contract

Please consider the enclosed Request for Non Competitive Amendment to contract FA-06-16384-00/01. The proposed amendment effective date is less than sixty (60) days from the submission of this request due to the following:

- The Department has been defining the most reasonable amount of time required to complete the project that was identified through the receipt of the Longitudinal Data System award.
- The Department has been negotiating the costs for these days of service to keep the rate consistent for the life of the proposed amendment.
- The Department has been considering and researching the possibility of employing a full time CIO to provide these services.

The proposed amendment would allow for the addition of two years to the contract with an increase of \$175,933.00 which would bring the total maximum liability of the contract through June 30, 2008 to \$280,933.00.

The Chief Information Officer services that are currently being provided through this contract with the Council of Chief State School Officers are imperative to the completion of the development and implementation of a State Longitudinal Data System. The need for the development of this system is a direct result of a grant awarded to Tennessee by the US Department of Education in December 2005.

The proposed amendment will allow for a maximum of one hundred thirty one (131) days of on site services from Mr. Rick Rozzelle. Mr. Rozzelle has been working with the State through the development of this grant application as well as some initial start up work on the project and his continued services will ensure its timely and accurate completion.

It is the Department's intent to employ a full time CIO within the course of the next twelve (12) months which would allow for a transition from Mr. Rozzelle to the newly hired CIO during the Data System development. The hope is to avoid training issues at the end of the federal grant period and allow for a well developed project to continue with few growing pains.

Thank you for your consideration of the Department's amendment request.

REQUEST: NON-COMPETITIVE AMENDMENT

RECEIVED

MAY 23 2006

FISCAL REVIEW

APPROVED

Commissioner of Finance & Administration

Date:

COPY

EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

1) RFS # 331.01-003-06

2) State Agency Name : Department of Education

EXISTING CONTRACT INFORMATION

3) Service Caption : Services of a Chief Information Office (CIO) to support the State's Decision Support Architecture Consortium (DSAC)

4) Contractor : Council of Chief State School Officers

5) Contract # FA-06-16384-00

6) Contract Start Date : July 01, 2005

7) Current Contract End Date IF all Options to Extend the Contract are Exercised : June 30, 20068) Current Total Maximum Cost IF all Options to Extend the Contract are Exercised : \$105,000.00

PROPOSED AMENDMENT INFORMATION

9) Proposed Amendment # 0210) Proposed Amendment Effective Date : July 01, 2006
(attached explanation required if date is < 60 days after F&A receipt)11) Proposed Contract End Date IF all Options to Extend the Contract are Exercised : June 30, 200812) Proposed Total Maximum Cost IF all Options to Extend the Contract are Exercised : \$280,933.0013) Approval Criteria : (select one) ☒ use of Non-Competitive Negotiation is in the best interest of the state☐ only one uniquely qualified service provider able to provide the service

14) Description of the Proposed Amendment Effects & Any Additional Service :

The proposed amendment will extend the contract end date until June 30, 2008 and increase the maximum liability by \$175,933.00 over the remaining two years of the contract. The proposed increase in funding and time will allow for a maximum of 131 days of Chief Information Officer services. These services will provide the oversight and management of the following deliverables: (Deliverables are separated into phases of the Longitudinal Data System grant as further defined in answer to questions 15 and 21)

Phase I – Approximately 51 days @\$1343.00 per day - \$ 68,493.00

- a. Development of RFP for data collection tools
- b. Written recommendations and consultation services for selection of data collection vendors
- c. Identification of specifications and design for the collection process
- d. Pilot district(s) in production for data collection
- e. Data collection pilot assessment and written determination of next steps.
- f. Written plan for rollout of the Data Collection Toolset

Phase II – Approximately 30 days @\$1343.00 per day - \$ 40,290.00

- a. Identification of business requirements for reporting tools
- b. Identification of business requirements for reporting tools
- c. Development of RFP for reporting tools and production environment
- d. Written recommendation for selection of data reporting tools and/or structure
- e. Installation of reporting software
- f. Written technical specifications for reports
- g. Written design specifications for reports
- h. Deliverable of first set of reports

Phase III – Approximately 50 days @ \$1343.00 per day – \$67,150.00

- a. Development of data warehouse scope document
- b. Written copy of data warehouse requirements for RFP for internal development.
- c. Participation in the selection of vendor(s) and installation of data warehouse components
- d. State implements Data Warehouse
- e. Development of data loading plans
- f. Provide training on metadata and BI reporting tools.

The additional deliverables were identified as a result of the State's receipt of the Longitudinal Data System grant award from the US Department of Education in December 2005 which is further defined in response to Question 15 below. All days of service are included in the maximum liability of this contract and if hours are not used during the specified phase, they will roll forward to the next phase of the project.

15) Explanation of Need for the Proposed Amendment :

The goal of the USDOE is to have a seamless data system from the school secretary's desk to the desk of the Secretary of Education. In order for this to happen in TN, it was clear when the current administration arrived in 2003, that the redundant data collections among all agencies within the Department, lack of or inadequate data quality, and lack of data governance and policies had to be addressed. The existing and emerging technologies of today would allow the Department to build an efficient and effective data collection/analysis/reporting/storage architecture and procedures to meet the goal of the USDOE, address the TNDOE issues aforementioned, and reduce the burden on the LEAs. Most importantly, this work would allow us to build a DSS that would inform practice and help teachers teach and children learn.

Because this was a national problem, the CCSSO formed a Decision Support Architecture Consortium (DSAC) and invited states to participate. After evaluating the Consortium, the Department opted to participate in this process. We were one of 27 states to take advantage of the Consortium work. Through DSAC, data architectures and engineers served as consultants and assigned to each state. Mr. Rozzelle was assigned as one of our consultants. The consultants helped states assess and analyze needs and build a Decision Support Architecture Plan (DSAP) for the state agency to achieve its goals.

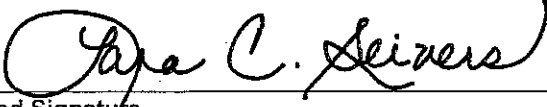
Upon completion of the plan, the Commissioner and senior leadership of the Department adopted our DSAP as one of its 5 strategic plan goals for 100 percent implementation within 5 years. We are in year 3 and have completed approximately 75 percent of the implementation.

In July 2005, USDOE announced 25 million dollars in competitive Longitudinal Data System (LDS) grants to help states achieve the seamless data system vision, help states improve student achievement through the ability to use data-driven decision making, and to improve the quality of data provided for all consumers of our education data.

Through this amendment, the Department will be able to continue Mr. Rozzelle's services through the end of the LDS grant period and allow for a transition period of training for a new CIO. It is the Department's intent to fill a permanent CIO position within the next 12 months.


16) Name & Address of Contractor's Current Principal Owner(s) :
(not required if proposed contractor is a state education institution)

One Massachusetts Avenue NW
Suite 700
Washington DC 20001 - 1431

17) Documentation of Office for Information Resources Endorsement : (required <u>only</u> if the subject service involves information technology)		
select one:	<input checked="checked" type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
18) Documentation of Department of Personnel Endorsement : (required <u>only</u> if the subject service involves training for state employees)		
select one:	<input checked="checked" type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
19) Documentation of State Architect Endorsement : (required only if the subject service involves construction or real property related services)		
select one:	<input checked="checked" type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :		
No other effort was made to procure this service elsewhere as the DSAC was established by the Council of Chief State School Officers (CCSSO). The CIO services are in conjunction with meeting the goals and recommendations as defined in the DSAC plan, a copy of which is available upon request.		
21) Justification for the Proposed Non-Competitive Amendment :		
<p>The CIO (Mr. Rick Rozzelle) has been providing directions, facilitation, and oversight for all projects and processes supporting the Department of Education's Decision Support System. Mr. Rozzelle participated as an original member of the assessment team and consultant for the Decision Support Architecture work for the Department which was completed as a part of the Decision Support Architecture Consortium of the Council of Chief State School Officers.</p> <p>Mr. Rozzelle was instrumental in the writing of the grant application for the Longitudinal Data System on behalf of the Department. His institutional knowledge and familiarity with the existing and planned data systems, policies, and procedures within the Department will expedite the development and implementation of the \$3.2 million Longitudinal Data System project and insure the timely completion of the entire Decision Support Plan for the Department. The purchase of additional hours of consultation is necessary for the successful creation and implementation of the longitudinal data system as part of the implementation of the Decision Support System for the Department of Education. The Department is currently in the final stages of Phase I of the project. This additional time will provide the time necessary for Mr. Rozzelle to work with the Department to ensure the completion of Phase II and Phase III of the three phase project plan by the end of the grant period.</p>		
REQUESTING AGENCY HEAD SIGNATURE & DATE : (must be signed & dated by the <u>ACTUAL</u> procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p style="font-size: 1.2em;">5-19-06</p> </div> </div>		
Agency Head Signature		Date

CONTRACT SUMMARY SHEET

6-8-05

RFS #				Contract #			
331.01-003-06				FA-06-16384-02			
State Agency				State Agency Division			
Department of Education				Administration			
Contractor Name				Contractor ID # (FEIN or SSN)			
COUNCIL OF CHIEF STATE SCHOOL OFFICERS				<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V- V530197094-00			
Service Description							
Management Information							
Contract Begin Date		Contract End Date		SUBRECIPIENT or VENDOR?		CFDA #	
July 01, 2005		June 30, 2008		Vendor		See Supplement Form	
Mark, if Statement is TRUE							
<input checked="" type="checkbox"/> Contractor is on STARS as required				<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required			
Allotment Code		Cost Center		Object Code		Fund	
331.01		VAR		083		25	
						Funding Grant Code	
						N/A	
						Funding Subgrant Code	
						N/A	
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount		
2006	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00		
2007	\$0.00	\$140,000.00	\$0.00	\$0.00	\$140,000.00		
2008	\$0.00	\$35,933.00	\$0.00	\$0.00	\$35,933.00		
TOTAL:	\$105,000.00	\$175,933.00	\$0.00	\$0.00	\$280,933.00		
— COMPLETE FOR AMENDMENTS ONLY —							
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	State Agency Fiscal Contact & Telephone #				
2006	\$105,000.00	\$0.00	John Sharp - 615-532-1658				
2007		\$140,000.00	State Agency Budget Officer Approval				
2008		\$35,933.00	 6-13-06				
			Funding Certification (certification, required by T.C.A. § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)				
TOTAL:	\$105,000.00	\$175,933.00					
End Date:	6/30/2006	6/30/2008					
Contractor Ownership							
<input type="checkbox"/> African American <input type="checkbox"/> Person w/ Disability <input type="checkbox"/> Hispanic <input type="checkbox"/> Small Business <input type="checkbox"/> NOT minority/disadvantaged <input type="checkbox"/> Asian <input type="checkbox"/> Female <input type="checkbox"/> Native American <input type="checkbox"/> OTHER minority/disadvantaged—							
Contractor Selection Method							
<input type="checkbox"/> RFP <input type="checkbox"/> Competitive Negotiation <input type="checkbox"/> Alternative Competitive Method <input checked="" type="checkbox"/> Non-Competitive Negotiation <input type="checkbox"/> Government <input type="checkbox"/> Other							
Procurement Process Summary							
A.1. The Grantee shall plan, coordinate, and implement professional development activities for Tennessee Technology Student Association. A.2. The Grantee will provide a yearly report to the Secondary Director on the progress of the program as defined by the objectives and activities. A.3. The Grantee agrees to participate at Regional and State Conference and will assist will preparation with National meetings.							

**AMENDMENT # 02
TO CONTRACT FA-06-16384-00**

This Contract, by and between the State of Tennessee, DEPARTMENT OF EDUCATION, hereinafter referred to as the State, and COUNCIL OF CHIEF STATE SCHOOL OFFICERS, hereinafter referred to as the Contractor, is hereby amended as follows:

1. Add the following to Section A:

A.13. The Contractor will provide a maximum of one hundred thirty one (131) days of CIO services for the oversight and management of the creation and implementation of the State Longitudinal Data System. The development of this system is broken down into the following phases:

a. Phase I – Approximately 51 days of services

- Development of RFP for data collection tools
- Written recommendations and consultation services for selection of data collection vendors
- Identification of specifications and design for the collection process
- Pilot district(s) in production for data collection
- Data collection pilot assessment and written determination of next steps.
- Written plan for rollout of the Data Collection Toolset.

b. Phase II – Approximately 30 days of service

- Identification of business requirements for reporting tools
- Identification of business requirements for reporting tools
- Development of RFP for reporting tools and production environment
- Written recommendation for selection of data reporting tools and/or structure
- Installation of reporting software
- Written technical specifications for reports
- Written design specifications for reports
- Deliverable of first set of reports

c. Phase III – Approximately 50 days of service

- Development of data warehouse scope document
- Written copy of data warehouse requirements for RFP for internal development.
- Participation in the selection of vendor(s) and installation of data warehouse components
- State implements Data Warehouse
- Development of data loading plans
- Provide training on metadata and BI reporting tools.

2. Delete Section B.1. in its entirety and replace with the following:

B.1. Contract Term. This Contract shall be effective for the period commencing on July 1, 2005 and ending on June 30, 2008. The State shall have no obligation for services rendered by the Contractor which are not performed within the specified period.

3. Insert the following in Section B.

B.2. Term Extension. The State reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than five (5) years provided that the State notifies the Contractor in writing of its intention to do so at least thirty (30) days prior to the contract expiration date. An extension of the term of this Contract will be effected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which

was included in the original Contract, the increase in the State's maximum liability will also be effected through an amendment to the Contract and shall be based upon rates provided for in the original contract.

4. Delete Section C.1. in its entirety and replace with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed Two Hundred Eighty Thousand Nine Hundred Thirty Three Dollars and No Cents (\$280,933.00). The Service Rates in Section C.3 shall constitute the entire compensation due the Contractor for the Service and all of the Contractor's obligations hereunder regardless of the difficulty, materials or equipment required. The Service Rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.

The Contractor is not entitled to be paid the maximum liability for any period under the Contract or any extensions of the Contract for work not requested by the State. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the State requests work and the Contractor performs said work. In which case, the Contractor shall be paid in accordance with the Service Rates detailed in Section C.3. The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

5. Add the following to Section C.3.

SERVICE UNIT/MILESTONE

AMOUNT

Maximum 131 days of on site consultation services for the management of the development of the State Longitudinal Data System (1 day = 8.0 hours)

\$1363.00 per day - upon approval and confirmation of the State.

The other terms and conditions of this CONTRACT not amended hereby shall remain in full force and effect.

IN WITNESS WHEREOF:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS:

Bruce Buterbaugh, Deputy Executive Director, Internal
Support & Operations

Date

DEPARTMENT OF EDUCATION:

Lana C. Seivers, Commissioner

Date

APPROVED:

DEPARTMENT OF FINANCE AND ADMINISTRATION:

M. D. Goetz, Jr., Commissioner

Date

DEPARTMENT OF PERSONNEL:

N/A

Nat E. Johnson, Acting Commissioner

Date

COMPTROLLER OF THE TREASURY:

John G. Morgan, Comptroller of the Treasury

Date

C O N T R A C T S U M M A R Y S H E E T

8-8-05

RFS #	Contract #
331.01-003-06	FA-06-16384-01
State Agency	State Agency Division
Department of Education	Administration
Contractor Name	Contractor ID # (FEIN or SSN)
COUNCIL OF CHIEF STATE SCHOOL OFFICERS	<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V- V530197094-00

Service Description

Management Information

Contract Begin Date	Contract End Date	SUBRECIPIENT or VENDOR?	CFDA #
July 01, 2005	June 30, 2006	Vendor	NA

Mark, if Statement is TRUE

<input checked="" type="checkbox"/> Contractor is on STARS as required			<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required		
Allotment Code	Cost Center	Object Code	Fund	Funding Grant Code	Funding Subgrant Code
331.01	277	083	25	NA	NA

FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2006	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00
TOTAL:	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00

OCR RELEASED

DEC 20 2005

TO ACCOUNTS

— COMPLETE FOR AMENDMENTS ONLY —			State Agency Fiscal Contact & Telephone #
FY	Base Contract & Prior Amendments	THIS Amendment ONLY	John Sharp - 615-532-1658
2006	\$50,000.00	\$55,000.00	State Agency Budget Officer Approval
			John Sharp December 13, 2005
			Funding Certification (certification, required by T.C.A., § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
TOTAL:	\$50,000.00	\$55,000.00	
End Date:	6/30/2006	6/30/2006	

Contractor Ownership

<input type="checkbox"/> African American	<input type="checkbox"/> Disabled	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business	<input type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> OTHER minority/disadvantaged—	

Contractor Selection Method

<input type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Competitive Method
<input checked="" type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government	<input type="checkbox"/> Other

Procurement Process Summary

Based on the vendor's extensive work with the Decision Support Architecture Consortium (DSAC), their prior analysis and assessment of the Department's data systems infrastructure, and the expertise of their staff, it is in the best interest of the State to utilize the resource to define and establish a new CIO position for TDOE to coordinate and manage the technology projects and efforts of the organization.

DEC 21 2005

DIRECTOR OF A...

CONTRACT SUMMARY SHEET

RFS Number:	331.01-003-06	Contract Number:	FA-06-16384-00
State Agency:	Department of Education	Division:	Administration

Contractor COUNCIL OF CHIEF STATE SCHOOL OFFICERS	Contractor Identification Number V530197094-00
---	--

Service Description Asst Commissioner Resource & Support
--

Contract Begin Date July 01, 2005	Contract End Date June 30, 2006
---	---

Allotment Code	Cost Center	Object Code	Fund	Grant	Grant Code	Subgrant Code
331.01	210	083	25	<input checked="" type="checkbox"/> on STARS	NA	NA

FY	State Funds	Federal Funds	Interdepartmental Funds	Other Funding	Total Contract Amount (including ALL amendments)
2006	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00

Total:	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
---------------	-------------	--------	--------	--------	-------------

CFDA #	NA	Check the box ONLY if the answer is YES:
---------------	----	---

State Fiscal Contact	Is the Contractor a SUBRECIPIENT? (per OMB A-133)
Name: John Sharp	Is the Contractor a VENDOR? (per OMB A-133)
Address: 710 James Robertson Pkwy 6th Floor, Andrew Johnson Tower Nashville, TN 37243	
Phone: 615-532-1658	

Procuring Agency Budget Officer Approval Signature	Is the Fiscal Year Funding STRICTLY LIMITED?
	Is the Contractor on STARS?
	Is the Contractor's FORM W-9 ATTACHED?
	Is the Contractors Form W-9 Filed with Accounts?

COMPLETE FOR ALL AMENDMENTS (only)	Funding Certification
---	------------------------------

Base Contract & Prior Amendments	This Amendment ONLY	Pursuant to T.C.A., Section 9-6-113, I, M. D. Goetz, Jr., Commissioner of Finance and Administration, do hereby certify that there is a balance in the appropriation from which this obligation is required to be paid that is not otherwise encumbered to pay obligations previously incurred.
---	----------------------------	---

END DATE →		
Y:		
Y:		
Y:		
Y:		
Y:		
Y:		
Total:	\$0.00	\$0.00

M. D. Goetz Jr. / KS

RECEIVED

JUN 08 2005

Office of Contracts Review

RECEIVED
JUN 15 PM 2:55
COMPTROLLER'S OFFICE
OFFICE OF FINANCE
MANAGEMENT SERVICES

PROCESSED
 JUL - 1 2005
 DIRECTOR OF ACCOUNTS